TABLE OF CONTENTS CONTRACTING DIVISION STANDARD OPERATING PROCEDURES, INSTRUCTIONS AND NOTICES

(Annual review completed: Mar 03)

	-	•
SOP#	DATE	SUBJECT
4200.1G	05 Feb 02	Safeguarding Contractor Bid or Proposal Information and Source Selection Information
4200.3D	09 Mar 99	Requisition and Procurement Package Management
4200.5B	23 Aug 01	Procedures for Preparation and Distribution of DD Form 2579, Small Business Coordination Record
4200.6D	23 Feb 00	Contracting Office Referrals to Legal Counsel
4200.7B	05 Feb 02	Procurement Plan Preparation
4200.8A	25 Mar 02	Business Clearance and Modification Memorandums
4200.10E	05 Feb 02	Maintenance of Contract, Delivery Order and Purchase Order Files
4200.13M	08 Oct 02	Increase of Funding on Requisitions Being Processed by the Contracting Division
4200.15C 4200.15C-CH1	29 Mar 02 02 Jul 02	Quality Management of the Contracting Process Quality Management of the Contracting Process
4200.16D	05 Feb 02	Procedures for Receipt of Safeguarding of Bids, Proposals and Quotations
4200.17C	05 Feb 02	Bid Box Officers and Custodians
4200.18C 4200.18C-CH1	12 Apr 99 25 Feb 00	Contractor Responsibility Determination Contractor Responsibility Determination
4200.19C	05 Feb 02	Follow-Up on Contract Audit Reports
4200.22C	05 Feb 02	Operation of the Contracting Division
4200.23C	05 Feb 02	Processing of Oral Solicitations
4200.24C	05 Feb 02	Exercising Contract Options
4200.25D	05 Feb 02	Timely Submission of Requirements for Ongoing Requirements
4200.27B	05 Feb 02	Visitor Control
4200.28A	05 Feb 02	Protests
4200.29A	05 Feb 02	Contract Review Board Duties, Responsibilities, and Procedures
4200.31A	05 Feb 02	Survey Process and Evaluation Plan
4200.32	01 Jul 03	Self-Assessment/Quality Assurance Plan (SAQAP)
4226.2F	05 Feb 02	Recurring Reports
4226.2F CH-1	07 May 03	Recurring Reports
5720.1A 5720.1A CH-1	05 Feb 02 07 May 03	Freedom of Information Act (FOIA) Freedom of Information Act (FOIA)

TABLE OF CONTENTS CONTRACTING DIVISION STANDARD OPERATING PROCEDURES, INSTRUCTIONS AND NOTICES

INST4200.3F	18 Jun 02	Competition Advocacy Program
INST4200.5A	14 Apr 99	Procedures Governing Unsolicited Proposals
INST4200.6	14 Aug 02	Unauthorized Contractual Commitments
INST4205.1B	24 Feb 95	Contracting Officer's Representative
İNST4858.1A	12 Jun 92	Value Engineering Program
NAVONOTE 42000 1 Oct 02		Cutoff Dates For Procurement Requests/Requisitions Citing FY03 Expiring Funds